

Wellsboro Area School District
227 Nichols Street
Wellsboro, PA 16901

Request to Attend Conference / Meeting

THIS FORM MUST BE COMPLETED AND APPROVED BEFORE REGISTERING FOR THE CONFERENCE/WORKSHOP.

Individual Attending Morgan Shaffer w/ 1 student - Hayne Webster
Name of Conference PMEA Region IV Orchestra
Location of Conference Bloomsburg University
Date(s) March 9-11, 2023 Days of Week ~~Thurs~~ Thurs - Sat.

Are you an active member of the organization sponsoring this event?

Yes No
 Yes No

Is this conference directly related to a classroom assignment?

Purpose of conference:

More advanced techniques + rep. are covered in a university setting. These items will be incorporated where appropriate into our own curriculum.

Number of school days absent for conference/meeting: 2
Total number of days requested for conference/meeting: 3 (include travel time)

Estimated time of departure: 7am
Estimated time of return: 10pm

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: 99 miles x 2 = 198 @ .655 = 128.44
Lodging: 400?
Meals: 200
Registration: 165
Other: 200?
Total Estimated Expenditures: 1088.44 ~~1900~~

SUBSTITUTE NEEDED:
 Yes (# of Days) 2
 No

**All receipts must be itemized.
Tips are not reimbursable.**

Submitted by: [Signature] Date: 1/31/23

Recommended to Superintendent: Yes No

[Signature]
Principal Signature
Amount/%
Amount/%

Account #
Account #

Recommended to School Board for Approval: [Signature]
Superintendent Signature

Date Approved by School Board: _____